



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

SECRETARIAL ASSISTANT / ADMINISTRATIVE ASSISTANT

SALARY RANGE: \$41,933.69 - \$70,988.79 (Ranges 17-21)

HOURS OF WORK: 35 hour workweek

POSTING PERIOD FROM: October 24, 2011

TO: November 7, 2011

OPEN TO: ☐ Unit Scope: ☐ Division Wide

DIVISION/LOCATION:

☐ Department Wide (open to Treasury employees)

Division of Investment
50 W. State Street, 9th Fl.
Trenton, NJ 08625

☒ State Wide (all Departments/State employees)

JOB DESCRIPTION:

Assists the Director and Deputy Director of Investment by performing and coordinating administrative support services. Possesses strong computer skills, including proficiency in the following applications: Microsoft Excel, PowerPoint, Access, Outlook, Word and Adobe Professional. Investment knowledge is helpful, but not required. Must be able to create and modify documents such as reports, memos, letters and financial reports using word processing, spreadsheet, database and/or other presentation software, following-up to obtain information as necessary. Must work effectively with staff at all levels, both inside and outside of Investment. Must possess strong organizational skills and attention to detail. Must be able to work independently and in a high-pressure environment with tight deadlines and shifting priorities. Occasional overtime during peak periods and accessible through State issued Blackberry during non-standard hours. Willingness to take on extra responsibilities when needed. Must maintain confidentiality in all aspects of client, staff and agency information.

REQUIREMENTS: Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed below:

ADMINISTRATIVE ASSISTANT:

EDUCATION: Graduation from an accredited college or university with a Bachelor's Degree.

EXPERIENCE: Two (2) years of administrative experience in a business or government agency with responsibility for assisting in the direction and/or coordination of personnel, fiscal affairs, office administration, and other support services.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year for year basis.

SECRETARIAL ASSISTANT:

EXPERIENCE: Four (4) to five (5) years of experience in secretarial and administrative clerical work.

NOTE: Successful completion of a clerical training program with a minimum 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be submitted for one (1) of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not limited to, office procedures, word processing, and business English.

If you qualify and are interested, send your resume and cover letter (**email preferred**) within the posting period to:

Linda Price, Supervisor Employment Unit
Department of the Treasury
Division of Administration /Human Resources
P.O. Box 210
Trenton, NJ 08625-0210

Email address: HumanResources@treas.state.nj.us

(In subject line, please enter: SEC ASST/ADMIN ASST - INVESTMENT)

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with department of personnel rules and regulations. Note: In accordance with NJAC4A:4-1.5, any employee who is currently on an incomplete promotional list for this title in unit scope U350 may request a provisional appointment.

JOB POSTING AUTHORIZED BY:



Douglas J. Ianni, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer